



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, FORT RILEY
210 CUSTER AVENUE
FORT RILEY, KANSAS 66442

Unit
letterhead

Unit office
symbol

IMWE-RLY-HRM-O

MEMORANDUM FOR: Out-processing, DHR, 210 Custer Avenue, Fort Riley, KS 66442

SUBJECT: Request for clearing papers

1. Name: Snuffy, Joe L.
2. Rank: PVT
3. SSN: 123-45-6789
4. Leave Dates: 17 May 2010 – 31 May 2010
5. Clearing Papers pickup date: 3 May 2010
6. Point of contact for this action is Georgia Rucker at 239-0757, georgia.rucker@us.army.mil.

3 Encls
Questionnaire
DA Form 31
Orders

S1's Name
Rank
Title